

**CASTLE VALLEY SPECIAL SERVICE DISTRICT
REGULAR BOARD MEETING
NOVEMBER 21, 2013**

MEMBERS PRESENT

DEAN ALLEN	BRENT HADFIELD
BRYAN CHRISTENSEN	PAT JONES
MISTIE CHRISTIANSEN	JR NELSON
BRAD GILES	JEFF TUTTLE
HILARY GORDON	KENT WILSON

STAFF PRESENT

JACOB SHARP
CRAIG BUNNELL
MERRIAL JOHANSEN
DIANE HAGARA

MEMBERS NOT PRESENT

JOANN BEHLING

Welcome by Chairman, Brad Giles at 7:00pm.

1. **Review and Approval of Minutes of October 17, 2013**

Motion was made by Hilary Gordon and seconded by Brent Hadfield to approve the minutes of October 17, 2013. All those present voted for.

2. **Public Comments – Comments From the Public on Items Not on Agenda**

There were none.

3. **Resolution No. 11-21-13A Authorizing Increase to Monthly Culinary Water Overage Rate for Outside District Users**

Motion was made by Jeff Tuttle and seconded by Pat Jones to approve Resolution No. 11-21-13A. All those present voted for.

4. **Resolution No. 11-21-13B Consideration of Municipal Wastewater Planning Program**

Jacob reviewed the letter from the Division of Water Quality stating that they have re-implemented the Municipal Waste Water Planning Program. Jacob explained that this is required reporting under the Utah Sanitary Sewer Management Plan which outlines the current conditions of wastewater facilities. Jacob explained that he finalized the reporting requirements; there is a copy in his office if anyone is interested in reviewing it.

Motion was made by Mistie Christiansen and seconded by Hilary Gordon to approve Resolution No. 11-21-13B. All those present voted for.

5. **Discussion of 2013 Construction Projects**

a. **Street Projects**

Jacob explained that the project is complete. Nielson Construction has finished up the punch list items. Jacob explained that we are paying them for a couple items that were not on last month's pay estimate. The total is \$2,926.60. We will be releasing \$36,091.95 of retainage for a total of \$39,018.55 and closing the project.

Brad asked if they spent time south of the cemetery. He stated they were going to give us some equipment hours.

Merrial stated that he would call and ask them about this.

Merrial explained change order #2.

Motion was made by Hilary Gordon and seconded by Dean Allen to approve change order #2 increasing the contract amount by \$26,356.11. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

b. Drainage, Sewer Project

Jacob explained that this project is complete and there was a final inspection. Johansen Construction has been working on some punch list items in Clawson and Ferron. There is also a small pay estimate for some water valves. Pay estimate is for \$2,378 and we are releasing \$15,423.66 in retainage for a total of \$17,801.66.

Merrial explained the change order #2.

Motion was made by Mistie Christiansen and seconded by JR Nelson to approve change order #2 decreasing the contract amount by \$28,300.05. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

c. Curb & Gutter Project

Jacob explained that this project is ongoing. B Hansen Construction has finished up work in Castle Dale and Orangeville and is now working on the change order in Huntington. Pay estimate is for \$69,214.36 with \$3,642.86 being held in retainage. The remainder of the contract is the change order items that were added in Huntington. They are 97% complete with quantities and 90% complete with time.

Jacob stated that their due date is December 2, 2013.

Brad stated that with the repairs that they did, there are two sections that slope in the middle and water still collects in those gutters. Jacob stated that this is not acceptable and will review these areas.

d. Review of Funding Status

Jacob reviewed the cost breakdown and discussed the Community Impact Board money.

6. **Consideration and Approval of 2013 Amended Budgets**

After review of the 2013 Amended General Fund Budget, motion was made by Brent Hadfield and seconded by Dean Allen to approve the budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

After review of the 2013 Amended Capital Projects Budget, motion was made by Brent Hadfield and seconded by Dean Allen to approve the budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

After review of the 2013 Amended Debt Service Budget, motion was made by Brent Hadfield and seconded by Dean Allen to approve the budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

7. **Consideration of 2014 Final Budget**

After review of the 2014 General Fund Budget, motion was made by Pat Jones and seconded by JR Nelson to approve the budget subject to a possible judgment levy. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

After review of the 2014 Capital Projects Budget, motion was made by Pat Jones and seconded by JR Nelson to approve the budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

After review of the 2014 Debt Service Budget, motion was made by Pat Jones and seconded by JR Nelson to approve the budget. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

8. **Consideration of Property Purchase for New Service District Office Building**

Jacob reminded the board of the negotiations with the Co-Op owners and the TC West owners. There is a title search underway to determine possible liens on the TC West property.

Jacob stated that Jay Humphrey spoke with his attorney Scott Martin, who advised him against entering into a joint ownership, due to a potential divorce of the two entities. Jacob stated that he would prefer to have ownership and not to rent.

Craig stated that we could simply draw up a partnership agreement with contingencies listed in the event that someone wants out or if something happens to one of the entities.

Jacob asked Craig to contact Scott Martin to discuss.

Bryan stated that renting is not a bad option as renters do not pay taxes, improvements, maintenance, etc.

9. **Manager's Report**

a. **Update on Ferron Water Treatment Plant Study**

Jacob stated that he met with suppliers regarding equipment costs and different treatment technologies. He has compiled water quality data and sent it off to the suppliers so they could send that information on to the manufactures.

Jacob stated that the two main technologies that will be analyzed are the membrane and direct filtration. The final report is due in February.

b. **Secondary Water Usage**

Jacob reviewed the secondary water usage reports.

10. **General Operational Items**

Mistie asked how to adopt a road in a subdivision in Emery that was deeded to the developer.

Brad suggested that she contacted the County Recorder's office.

11. **Approval of Vouchers**

Motion was made by Hilary Gordon and seconded by Dean Allen to approve the vouchers. Motion carried by roll call vote: Pat Jones – yes; Jeff Tuttle – yes; Bryan Christensen – yes; Kent Wilson – yes; Hilary Gordon – yes; Mistie Christiansen – yes; JR Nelson – yes; Brent Hadfield – yes; Dean Allen – yes.

Motion was made by Hilary Gordon and seconded by Dean Allen to adjourn the meeting at 8:30 pm. All those present voted for.